



CTC NEWSLETTER



Career Transition Center
George P. Shultz National Foreign Affairs Training Center
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*"Sometimes our light
goes out but is blown
into flame by another
human being.*

*Each of us owes
deepest thanks to
those who have
rekindled this light."*

- Albert Schweitzer



MAKING THE MOST OF THE JOB FAIR EXPERIENCE

By Robbie Miller Kaplan, author of How to Say It In Your Job Search (Prentice Hall Press, 2002)

Job fairs offer big benefits to job seekers. You have an opportunity to network, identify what employers are seeking in applicants, participate in actual interviews, practice your interview skills, and maybe - get a job offer! If nothing else you can apply what you learn to more clearly target your resume for positions of interest.

How can you prepare and maximize the job fair experience? It's helpful to prepare as if it were a job interview; bring along professional copies of your resume, practice responding to interview questions, and dress as if you were attending a job interview.

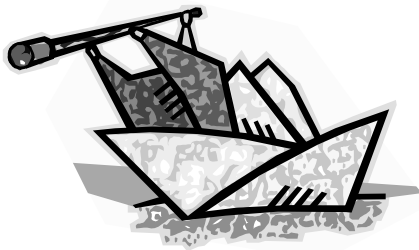
You'll make the best impression if you research the organizations prior to the job fair. Get a sense of what is going on with the organization. Are they expanding? Merging? Did they just receive a government contract? Launching a new product? If you have a sense of what is going on, you can craft an appropriate question or, you can read up on the organization to have an idea of who they are and then ask questions to share a bit of their own information with the recruiter or interviewer.

How can you ensure a successful job fair experience? It's good idea to work the entire fair. Begin with organizations of least interest and work up to your top choices. You'll gain more confidence with each experience so you'll be in top form for your top picks. Prepare and introduce yourself to each employer with a 30-second introduction; include what you have been doing, what you are looking for and the skills and experience you want to use.

Always collect business cards and definitely follow up with employers that you interviewed with if you are interested in them. You can also solicit feedback on your resume to ensure it is as strong as it can be. While waiting in line, read some of

the brochures you pick up or an industry publication.

And don't just network with employers; network with other applicants. Find out what they are looking for, share a lead with an organization that is not a fit but may fit the applicant, and visa versa. Follow up with individuals you met so you can expand your network. You never know where or when the perfect lead will materialize; make sure you don't miss it.



"Men go abroad to wonder at the heights of mountains, at the huge waves of the sea, at the long courses of the rivers, at the vast compass of the ocean, at the circular motions of the stars, and they pass by themselves without wondering."

- Saint Augustine

EDITOR'S NOTES

Online Resources on Job Fairs

You can find many job fair announcements in The Washington Post's Sunday "Jobs" section. If you are interested in job fairs in the D.C. area and other locations in the U.S., here are a few other sources for job fair information:

Career Fairs - www.careerfairs.com

- Good site completely devoted to job fairs.
- Doesn't include all job fairs everywhere, but good for general interests.
- Free access to site.
- Covers all of U.S. and Canada.
- You can search by month, category, and state.

Intelligence Careers - www.intelligencecareers.com

- Free access to site
- Most "events" listed on this site are "Defense Systems & Intelligence Careers" job fairs.
- The event announcements include lists of confirmed participants (the companies).
- This site also lists some intelligence "industry" jobs and offers a connection to ThinkingJobs.com which has another job board.
- Very DC-centric, but does include some fairs in other areas of the U.S.

Expo Experts -

www.newspaperjobfairs.com

- Free access to site
- Lists newspaper-sponsored job fairs and only those newspapers that subscribe to their service, but they do include various from the U.S. and Canada.
- You can search by 3 very general professional categories and the events are listed chronologically.

Other Sites

Baltimore Sun - www.baltimoresun.com/services/newspaper/events/

Corporate Gray -

www.corporategray.com or www.fedjobs.com/chat/jobfairs

Diversity Job Fairs -

www.DiversityJobFairs.com

Employment Guide –
www.EmploymentGuide.com/browse_jobfairs.html
 Hire Quest Job Fairs – <http://hirequest.com>
 IT Career Events – www.it-careernet.com
 Jobexpo.com – www.jobexpo.com
 Tech Expo - www.techexpousa.com
 Transition Assistance Online -
www.taonline.com/careerpages/careerfairs.asp
 Washington Post -
www.washingtonpost.com/careerfairs



*"It is never too late to be
 what you might have been."*

- George Eliot

JOB LEADS

DC AREA JOB FAIRS

November 2005

The Washington
 Times Engineering, Technology & Security Clearance Career Expo
 November 1, 2005
 Embassy Suites Hotel Tysons Corner -
 McLean, VA
www.newspaperjobfairs.com

Diversity Job Fair
 November 2, 2005
 M&T Bank Stadium – Baltimore, MD
<http://diversityjobfairs.jobexpo.com>



Northern Virginia – DC Metro Area Job Fair

November 2, 2005
 NOVA – Annandale, VA
www.employmentguide.com

World of Possibilities Disabilities Expo & Senior Expo

November 4-5, 2005
 Landmark Mall – Alexandria, VA
<http://expo.caringcommunities.org>

Targeted Job Fair

November 7, 2005
 Baltimore, MD
www.TargetedJobFairs.com

Intelligence Careers Fair

November 8, 2006
 Holiday Inn Express - Springfield, VA
www.intelligencecareers.com/careerfairs

TECHEXPO Top Secret Job Fair

November 8, 2005
 BWI Marriott – Baltimore, MD
www.techexpousa.com

Nonprofit and Public Service Careers
 Program Action Without Borders Educational Fair

November 10, 2005
 George Washington University - Washington, DC
www.idealists.org/gradfairs.html

TECHEXPO Top Secret Job Fair

November 10, 2005
 Ritz Carlton Tysons Corner – McLean, VA
www.TechExpoUSA.com

Tysons Corner Career Fair

November 14, 2005
 Holiday Inn in Tysons Corner, VA
www.nationalcareerfairs.com

Intelligence Careers Job Fair
November 15, 2005
TBD in Northern VA
www.intelligencecareers.com

Intelligence Careers Fair
November 16, 2006
Martins Crosswinds - Greenbelt, MD
www.intelligencecareers.com/careerfairs

The Washington Post Defense Technology Career Fair
November 17, 2005
Double Tree Crystal City – Arlington, VA
www.washingtonpost.com or
www.technologycareerfaairs.com
Intelligence Careers Job Fair
November 17, 2005
Ramada Inn in Laurel, MD
www.intelligencecareers.com

Corporate Gray Job Fair
Greenbelt, Maryland
November 18, 2005
www.BlueToGray.com or
www.GreenToGray.com or
www.corporategray.com

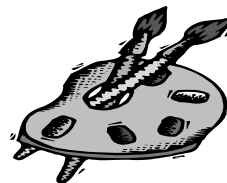
Targeted Job Fair
November 22, 2005
Washington, D.C.
www.TargetedJobFairs.com

Association & Nonprofit Career Fair
November 30, 2005
The Washington Post – Washington, DC
www.washingtonpost.com/wl/jobs/CareerFair

December 2005
Intelligence Careers Fair
December 6, 2006
Holiday Inn Express - Springfield, VA
www.intelligencecareers.com/careerfairs

JobZone Job Fair
Friday, December 9, 2005
Citizen Center - King George, MD
www.JobZoneOnline.com

Intelligence Careers Fair
December 14, 2006
Sheraton 4 Points BWI - Linthicum, MD
www.intelligencecareers.com/careerfairs



*"People often say that this or that person
has not yet found himself.
But the self is not something one finds.
It is something one creates."*

- Thomas Szasz

NOTES FOR JSP GRADS



JSP Follow-up Meetings

There will be 2 follow-up meetings in November. Graduates of any JSP class are welcome to attend — not just the October 2005 participants. Both meetings will be held in Room E-2118 at 10:00 am.

November 8
November 22

Come share your job search experience!

CTC Job Fairs

The CTC Job Fair on October 26 was a

success. Approximately 130 applicants attended the fair and 33 companies participated.

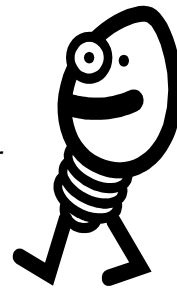
The companies were:

- Access Systems Inc.
- AT&T Government Solutions
- Bechtel Group of Companies
- Carana Corporation
- Casals & Associates, Inc.
- Chemonics International
- Creative Information Technology Inc. (CITI)
- Development Alternatives, Inc. – DAI
- Emerging Markets Group
- Eurasia Foundation
- Geneva Software, Inc.
- GlobalCorps
- Harlan Lee & Associates
- International Resources Group – IRG
- John Snow, Inc. (JSI)
- KellyFedSecure
- Lockheed Martin Corporation
- Louis Berger Group, Inc.
- Lucent Technologies
- Management Systems International (MSI)
- ManTech International Corporation
- Mary Kay, Inc.
- McNeil Technologies Inc.
- Northern Virginia Community College
- PRO-telligent LLC
- Pulse
- SAIC
- Temporaries Now & Gaskins Search Group
- The Services Group (TSG)
- United Nations Employment & Assistance Unit (IO/S/EA)
- U.S. Investigative Services (USIS)
- U.S. Peace Corps
- Worldwide Information Network Systems Inc. (WINS)



*"We are each gifted
In a unique and
important way.
It is our privilege and our
adventure to discover our
own special light."*

- Mary Dunbar



Positive comments about the job fair by the October 2005 Job Search Program participants included the following:

- "Good way to practice for interviews."
- "Excellent opportunity to interact with many organizations."
- "Broke the ice for me in networking with big firms."
- "Good to be Johnny Appleseed to see what sprouts!"
- "Outstanding!"
- "Good practice in presenting oneself."
- "Good fair. Helped those who have never been to one. Also gave good exposure to the types of questions interviewers may ask."
- "Very helpful."
- "Well organized."
- "I'll come to future job fairs!"
- "Very good number of firms present. Good chance to meet some firms I would not have contacted otherwise."
- "Good and useful practice. Very nicely done."
- "Good opportunity to meet many company reps."
- "Excellent! It was very exciting learning how to interview with recruiters."
- "Excellent opportunity."
- "Nice, relaxed, non-pressured way to

be introduced to the job search process.”

Not-so-positive comments by the October 2005 JSP participants were:

- “Could have used a few more private businesses—or legal consulting firms — often they hire area specialists and trade specialists even without law degrees.”
- “I did not find the format a comfortable one.” [Editor’s comment: Few do!!]
- “No companies applicable to my field of interest.”
- “Seemed geared to IT jobs and international development jobs.”
- “Recruiters surprisingly ignorant of what we, as a group, had to offer.”
- “Too much just rehire for old skills — need to branch out more, give options for broader options.”
- “I suspect that few jobs came from the Job Fair; perhaps I am wrong. Most of the companies seemed to be oriented towards government contractors.” [Editor’s comment: Could that be a reflection of the local market?]
- “Should be limited to retirees, not junior or mid-level staff.”

The next CTC Job Fair will be held on March 28, 2006 from 1 to 4 pm in the NFATC (aka FSI) Field House.



*“All the wonders
you seek
are within yourself.”*

- Sir Thomas Brown



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